

# Instructions for Form FTB 3563

## Payment Voucher for Automatic Extension for Fiduciaries

### General Information

California does not require the filing of written extensions. If the estate or trust cannot file Form 541, California Fiduciary Income Tax Return, by the due date, the estate or trust is granted an automatic six month extension. If the tax return is filed by the 15th day of the 10th month following the close of the taxable year (fiscal year) or by October 15, 2003 (calendar year), the extension will apply.

Only use form FTB 3563 if:

- The estate or trust cannot file Form 541 by the original due date; **and**
- Tax is owed for 2002.

Use the worksheet below to determine if tax is owed.

- If **tax is not owed**, there is nothing to file at this time. Do not complete or mail this voucher.
- If **tax is owed**, complete the voucher below. Mail in the voucher along with your check or money order to the Franchise Tax Board by the 15th day of the 4th month (fiscal year) or April 15, 2003 (calendar year), to avoid late payments, penalties, and interest.

**Note:** Nonexempt charitable trusts as described in Internal Revenue Code Section 4947(a)(1), exempt pension trusts, and simple trusts (that have a letter from the Franchise Tax Board authorizing the exempt status) use form FTB 3539, Payment Voucher for Automatic Extension for Corporations and Exempt Organizations.

### Penalties and Interest

If the estate or trust fails to pay its total tax liability by the original due date of the tax return, a late payment penalty and interest will be added to the tax due. To avoid late payment penalties and interest, the estate's or trust's tax liability must be paid by the 15th day of the 4th month, following the close of the taxable year. If after the tax return's due date has passed, the estate or trust finds that its estimate of tax due was too low, the estate or trust should pay the additional tax as soon as possible to avoid further accumulation of penalties and interest. Pay the estimated additional tax with another form FTB 3563 voucher.

If the estate's or trust's fiduciary tax return is not filed by the 15th day of the 10th month following the close of the taxable year, the automatic extension will not apply and a late filing penalty and interest will be assessed from the original due date of the tax return.

**Note:** For the 2002 taxable year only, no addition to tax will apply with respect to any underpayment of estimated tax to the extent the underpayment of an installment was created or increased by the provisions of law enacted or amended by an act chaptered during the 2002 calendar year. To request a waiver of underpayment of estimated tax penalty, see form FTB 5805, Underpayment of Estimated Tax by Individuals and Fiduciaries.

### TAX PAYMENT WORKSHEET FOR YOUR RECORDS

1	Total tax the estate or trust expects to owe. This is the amount you expect to enter on Form 541, line 27 or Form 541-QFT, line 27 .....	1	_____
2	Payments and credits:		
a	California income tax withheld .....	2a	_____
b	California estimated tax payments and amount applied from the 2001 Form 541 or Form 541-QFT .....	2b	_____
c	Other payments and credits, including any tax payments made with any previous form FTB 3563 voucher .....	2c	_____
3	Total tax payments and credits. Add line 2a, line 2b, and line 2c .....	3	_____
4	Tax due. Subtract line 3 from line 1 .....	4	_____

• If the amount on line 3 is more than the amount on line 1, the estate or trust has no tax due. **DO NOT MAIL THE PAYMENT VOUCHER.**

• If the amount on line 1 is more than the amount on line 3, subtract line 3 from line 1. This is the estate's or trust's tax due. Enter the result on line 4 and in the "Amount of payment" box on the form FTB 3563 voucher below. Fill in the estate's or trust's name, address, and federal employer identification number (FEIN). Separate the voucher from this page where it says "DETACH HERE." Make a check or money order payable to "Franchise Tax Board," and write the FEIN and "2002 FTB 3563" on it. Mail the check or money order and the voucher to:  
**FRANCHISE TAX BOARD, PO BOX 942867, SACRAMENTO CA 94267-0051**

• If the tax return is filed by the 15th day of the 10th month following the close of the taxable year (fiscal year), or by October 15, 2003 (calendar year), the extension will apply.

Save the completed worksheet as a permanent part of the estate's or trust's tax records along with the copy of the tax return.

✂ DETACH HERE — — — — — IF NO PAYMENT IS DUE, DO NOT MAIL — — — — — DETACH HERE — ✂

(Calendar year – Due April 15, 2003)

TAXABLE YEAR	<b>Payment Voucher for</b>	CALIFORNIA FORM
<b>2002</b>	<b>Automatic Extension for Fiduciaries</b>	<b>3563 (541)</b>

For calendar year 2002 or fiscal year beginning month \_\_\_\_\_ day \_\_\_\_\_ year 2002, and ending month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

Name of estate or trust \_\_\_\_\_ FEIN \_\_\_\_\_

Name and title of fiduciary \_\_\_\_\_

Present address (number and street including suite number, PO Box, or rural route) \_\_\_\_\_ PMB no. \_\_\_\_\_

City, town, or post office \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

IF PAYMENT IS DUE, MAIL TO:

FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0051

If amount of payment is zero, do not mail form } ➤

Amount of payment

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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FTB 3563 2002